



City of Marlborough, Massachusetts CITY CLERK DEPARTMENT

Lisa M. Thomas
City Clerk

Business Certificate Application Guidelines

- ✓ You **MUST** request FROM the MA Department of Revenue, a Certificate of Good Standing/Tax Compliance. The instructions are located on the fifth (5th) page of this packet. If you have any questions or problems obtaining the certificate, please contact the Department of Revenue at 617-887-6367. This must be completed, received, and presented to us **BEFORE** any Business Certificate can be processed and issued.
- ✓ Once you have acquired the Certificate of Good Standing from the DOR, you **MUST** have the City Tax Collector here at City Hall sign off on the City's Good Standing Form. This form is the seventh (7th) page of this package. **You will need to provide the Tax Collector with your DOR certificate and the rest of your application to receive a sign off.**
- ✓ The Building Department Affidavit (form is 2-sided) **MUST** be completed and signed by a Building Department Official **BEFORE** any Business Certificate can be processed and issued. This form is the eighth (8th) page of this package. **We recommend that you proceed to the Building Department as soon as possible after obtaining this package as it can take 48-hours for the Building Department to process the request.**
- ✓ The Worker's Compensation Insurance Affidavit **MUST** be completed (whether you have employees or not) and received **BEFORE** any Business Certificate can be processed and issued. If you will be employing full or part-time help, you must purchase Worker's Compensation Insurance and provide us with a copy of the policy cover sheet.
- ✓ Once the above items and the Business Certificate Application are completed, you may return to the City Clerk's Office with all appropriate forms. You should have the Business Certificate Form, Certificate(s) of Good Standing (from the State and from the Tax Collector), the Building Department Affidavit and the Workers' Compensation Insurance Affidavit (with copy of Worker's Compensation Insurance if applicable). We can then process the application and provide you with a certified copy of the Business Certificate upon remittance of the fee.
- ✓ You must be specific relevant to the type of business which is listed on the Business Certificate Form.
- ✓ The Business Certificate application **MUST** be signed either in our presence *or* in the presence of a notary.
- ✓ The filing fee for a Business Certificate is \$20.00 and expires four (4) years from the date of issuance. There are no reminders to renew your business certificate.
- ✓ You also can visit the www.mass.gov and click on "Doing Business in Massachusetts". Then on the left side click on "Starting a Business". These links provide a wealth of information pertinent to starting a business.
- ✓ Any change in a Business Certificate, such as discontinuance, amendment or withdrawal **MUST** be recorded in the City Clerk's Office. These forms are available upon request and the appropriate fee will apply.